

**CITY OF SOUTH EL MONTE ZONING CLEARANCE**

In order to conduct business in the City of South El Monte, a City Business License is necessary. Each property in the City is given a zoning designation and within each zone, certain types of land-uses are permitted and others are not.

As your first step in obtaining a Business License, **zoning approval must be obtained from the Planning Division.**

Submit this form to the Business License Division of the Economic Development Department after receiving Planning's approval.

NAME OF BUSINESS \_\_\_\_\_ DATE \_\_\_\_\_

NAME OF APPLICANT \_\_\_\_\_ PHONE \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

TYPE OF BUSINESS \_\_\_\_\_

PREVIOUS USE \_\_\_\_\_ VACANT SINCE \_\_\_\_\_

WILL YOU BE USING THIS BUSINESS ADDRESS AS YOUR PLACE OF RESIDENCE?

YES NO EXPLAIN IF ANSWER IS YES \_\_\_\_\_

\_\_\_\_\_

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**THIS FORM CONSTITUTES ZONING APPROVAL OR DENIAL OF REQUESTED LAND-USE ONLY AND IS NOT A BUSINESS LICENSE.**

Zoning approval in no way legalizes any other use, signs, structure, code violations or non-conformity. **This approval does not ensure** that the existing building is of proper construction type or in condition to permit the proposed business use, or **that a Business License will be issued.**

----- DO NOT WRITE BELOW THIS LINE -----

The business use indicated (is) (is not) a permitted use.

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ PENDING \_\_\_\_\_

ZONE \_\_\_\_\_ BLDG SIZE \_\_\_\_\_

COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_

**Zoning ID** \_\_\_\_\_

# Notice of Sign Regulations

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Owner Name: \_\_\_\_\_

## **SIGN PERMIT REQUIRED**

Every business is required to first obtain a sign permit prior to placing/installing any sign which will advertise for the business. Signs which require the permit include but are not limited to freestanding sign, wall signs, projecting signs, marquee signs, and gateway signs. To obtain a sign permit, please contact the City's Planning Department.

## **BANNER PERMIT REQUIRED**

Every business is required to first obtain a temporary banner permit prior to placing a banner at the location of the business. The temporary banner permit is valid for a duration of 30 days, and the permit may be renewed up to three (3) times in one year. To obtain a temporary banner permit, please contact the City's Planning Department.

## **PROHIBITED SIGNS**

Signs which are prohibited and will not be issued a sign permit include but are not limited to the following:

- Off-site signs
- Roof signs, or signs which extend above the roof line
- Any sign which is designed or operated to flash, scintillate, simulate motion or emit sound
- Revolving signs
- Portable signs
- Vehicle advertising displays
- Any sign which a live animal or human being is included
- Any sign which is offensive
- Inflatable advertising signs

If a business is found to be using any of the above prohibited signs or any other unpermitted sign, the business will be issued an administrative citation.

*\*Refer to Chapter 17.62 – Advertising Signs, SEM Municipal Code*

\_\_\_\_\_  
DATE

\_\_\_\_\_  
OWNER'S SIGNATURE

# Notice of Outdoor Operations and Storage Regulations

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Owner Name: \_\_\_\_\_

## **OUTDOOR OPERATIONS – PROHIBITED**

The City requires all business operations and activities to be conducted within an enclosed building. Outdoor business operations and activities are strictly prohibited on any property.

## **OUTDOOR STORAGE – PROHIBITED**

The City requires all storage on any property to be within an enclosed building. Outdoor storage is strictly prohibited in the parking area or any other open area of a property.

*\*refer to Section 17.14.200, 17.16.200 & 17.18.190 SEM Municipal Code*

The Planning Department may exempt a business from the above policies if it is determined by a City Planner that the business, by its nature, requires outdoor operations or storage.

Unless notified by the Planning Department, business owners must assume their business is NOT exempt from the above policies. If a business is observed violating these policies, the business owner will be cited for being in violation of the City's Zoning Ordinance.

These policies exclude the immediate loading and unloading of merchandise and supplies, routine property and building maintenance, permitted advertising, and the placement of a trash bin within a permitted outdoor enclosure.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
OWNER'S SIGNATURE

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## **OFFICE USE ONLY**

Type of Business: \_\_\_\_\_

Business is exempt from the City's prohibition of outdoor operation and storage policies:

YES

NO